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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington 25, D. C.

April 2, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement C

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Tenders of Delivery under Set-Aside Orders

The following instructions are for your guidance in handling "Tenders of Delivery" pursuant to contracts entered into under Food Distribution Orders requiring vendors to set aside percentages of their production for sale to this Administration:

1. Tenders of Delivery are to be submitted in an original and three copies and will be distributed as follows by the Commodity Division concerned.
 - (1) One copy retained for Divisions files and records.
 - (2) Original and two copies to be forwarded to the Announcements and Contracts Section for distribution as follows:
 - (a) One copy to be retained in the Contract File.
 - (b) Original to Finance and Accounts Division.
 - (c) One copy to Regional Voucher Review Section, Finance and Accounts Division.
2. Abstracts of Tenders of Delivery will be prepared on the day they are received and issued in accordance with instructions contained in Special Commodities Branch Memorandum No. 7, Supplement G.

H. C. Albin

